



**OTTAWA SALUS CORPORATION**  
**INTERNAL/ EXTERNAL JOB POSTING**

<b>Position:</b>	<b>Residential Coordinator (Bilingual)</b>
<b>Number of Position(s):</b>	One (1)
<b>Position Type:</b>	(1) Permanent Full Time Unionized position (35 Hours/Week: Monday to Friday 8:00am - 4:00pm).
<b>Language:</b>	Bilingualism (English/French) Required
<b>Posting Date:</b>	October 6, 2023
<b>Closing Date:</b>	<b>Internal:</b> October 13, 2023
	<b>External:</b> October 20, 2023
<b>Start date:</b>	As soon as possible
<b>Reports to:</b>	Program Manager
<b>Location:</b>	1006 Fisher Avenue

**Job Summary:**

The Residential Coordinator is responsible for the household organization of the Fisher Transitional Rehabilitation Housing Program. This includes the completion of monthly safety inspections, the communication of maintenance/property issues, the purchasing of groceries and supplies, the scheduling of part-time/casual staff hours, and the orientation of new staff. The position reports to the Program Manager.

**Duties Summary:**

Areas of responsibility of this position include, but are not limited to, the following:

- Coordinating the day-to-day operations of the residence
- Scheduling of part-time and casual team members
- Staff orientation of part-time and casual team members
- Provide residential and crisis support to residents
- Equipment purchase, upgrading/repair & staff orientation to equipment
- Monitoring maintenance, repair and fire systems in the program
- Fulfilling team and other responsibilities
- Providing on-call property emergency support to tenants
- Participate in life long learning

**Qualifications:**

- Bachelor's Degree in Social Work, Psychology, Social Sciences or equivalent educational background in a related discipline
- Two years experience working with clients recovering from mental illness
- One year experience working in a residential group home setting
- Training in CPR, CPI, Psychiatric Rehabilitation, Concurrent Disorders, ASL and LSQ is an asset

**Suitability Profile:**

- Displays values and attitudes in keeping with the helping professions (respect, sensitivity, caring and support towards a diverse population) and in particular, a belief in the rights of persons with psychiatric disabilities.
- Understand and demonstrates in practice, confidentiality.
- Demonstrates sound judgement and common sense in decision making and in professional approaches to the work. Demonstrates an ability to work in a team as well as an ability to take independent action and initiative in the job.
- Shows a commitment to work.

- Demonstrates creativity and intelligence.
- Adopts a positive and optimistic view of others and demonstrates the ability to resolve workplace conflict with his/her manager and colleagues.
- Manages stress related to work environment.
- Demonstrates ability to resolve operational difficulties that arise.

**Knowledge:**

- Demonstrates knowledge of computer systems and software.
- Demonstrates specific knowledge of health issues and of social problems associated with psychiatric disabilities and the impact of Mental Illness on functional capacity.
- Demonstrates knowledge of Psycho-social Rehabilitation Principles.
- Demonstrates knowledge in the areas of teaching and coaching, specifically, knowledge around modifying teaching style based on clients learning skills and strength.
- Knows community and health resources in the region, including those related to housing, recreation, finances, transportation, vocation, and training.
- Has knowledge of Group Dynamics theory and practice.
- Has mastery of principles of Client-Centered practices.
- Demonstrates knowledge of the forensic system.
- Demonstrates knowledge of concurrent disorders.
- Demonstrates understanding of:
  - Crisis intervention and prevention
  - Suicide prevention and intervention

**Pre-Hiring Requirement**

- Academic certificates
- Criminal reference check (Vulnerable Sector Screening)
- Valid Driver's license and use of own vehicle
- Eligible to work in Canada.
- Proof that the successful candidate has received both doses of a Health Canada approved COVID 19 vaccine at least 14 days before the first day of work, subject always to Ottawa Salus' duty to accommodate under the Ontario Human Rights Code.

**Language Requirement:**

The successful candidate must be able to speak and write proficiently in both English and French.

**Salary range:**

As per the Collective Agreement (\$27.75 to \$31.72 per hour).

**Why Work at Ottawa Salus?**

Salus has a proven record of successfully supporting clients with serious and persistent mental health and substance use health issues to live their best possible life. Regardless of their role in the organization, our staff are passionate about their work and supporting clients on their journey to recovery. They know they have an impact on their client's lives and consistently report that working here is a fulfilling experience. If you are someone that wants to make the world a better place and bring hope to others, you will love working here.

We offer all these benefits and many more including:

- generous Health benefits and pension plan (HOOPP)
- compressed work week
- paid vacation days
- a friendly team who create a great work environment

**Application instructions:**

If you wish to apply for this position, please send your resume and cover letter as a single document by email to [HR@salusottawa.org](mailto:HR@salusottawa.org) with the subject heading "**Residential**

**Coordinator 102023**” by 4.30pm on **October 20, 2023**. (As per the collective agreement, the deadline for internal candidates is October 13, 2023).

While we thank all applicants for their interest, only those selected for an interview will be contacted.

*Ottawa Salus is an equal opportunity employer and values diversity in its workforce. Do not hesitate to contact us if you require alternative arrangements to submit your application. Candidates requiring accommodation during the interview process should advise in advance.*